

CLASS TITLE: CHIEF ENGINEER (DOT)

Class Code: 02969800
Pay Grade: 49A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to perform responsible administrative and supervisory work assisting the Director in planning, coordinating, implementing and controlling the state's highway improvement program; to serve as acting Director in his/her absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to departmental objectives, laws, regulations and policies through conferences and written reports.

SUPERVISION EXERCISED: Plans, supervises, directs, coordinates and reviews the work of subordinate, professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to assume responsible administrative and supervisory work assisting the Director in planning, coordinating, implementing and controlling the State's highway improvement program.

To serve as the acting Director in case of the absence or inability of the director to discharge the powers and duties of his/her office.

To be responsible for coordinating and administering highway development, construction and maintenance programs.

To assist in the formulation and implementation of new proposals, programs and policies.

To review existing laws, proposed legislation, rules and regulations and report thereon to the Director.

To attend meetings and conferences involving federal, state and local officials, professionals, the press and the public; as required, to represent the Director at such meetings or conferences.

To be responsible for conducting studies in various areas in the transportation engineering field.

To perform highly difficult and responsible work of a professional civil engineering nature in directing all engineering activities.

To review and discuss work of the highway improvement program with assistants and subordinate division administrators.

To review, discuss, approve or reject designs and specifications or changes in designs and specifications.

To review and approve or reject materials and equipment requisitions and the work change orders of the various divisions.

To inspect the work of the various projects in the field.

To consult with and advise the Director on matters of policy, special projects, and matters affecting the state highway engineering program.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Director on program planning and implementation, budget requirements, and personnel needs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to highway planning, roadway maintenance, and public works and related transportation programs; a thorough knowledge of highway engineering problems and techniques peculiar to this state; a high degree of skill and administrative ability in organizing, directing and coordinating the state highway engineering program; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration, and the ability to apply such knowledge in the administration and control of several engineering and operating divisions; a thorough knowledge of the organizational structure and functions of public transportation; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to develop and maintain effective working relationships with public, press and private officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering; and

Experience: Such as may have been gained through: extensive employment in a highly responsible administrative civil engineering capacity in Highway Engineering, Planning, Construction and/or Maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must possess a certificate of a Registered Professional Engineer issued by the Rhode Island State Board of Registration for Professional Engineers, and must maintain such licensure as a condition of employment.

Class Revised: February 21, 1993

Editorial Review: 3/15/2003